

South Dakota National Guard



Service Member & Family Support Family Readiness & Youth Program Awards

2013



Nomination Packet



Family Readiness and Youth Program Volunteer Awards

General Information

The Service Member and Family Support (SMFS) - Family Readiness and Youth Program recognize the importance of volunteers to the success of our programs. In order to recognize truly outstanding volunteers and organizations that support the Programs there are a variety of awards to select from.

1. The 2013 Volunteer Awards nomination submission period will be from 1 October – 15 December 2013. The Selection Committee comprised of Family Readiness Volunteers will review the nominations and select recipients for awards in seven (7) categories. The two Youth categories will be determined by SMFS Youth Program Staff. The performance period, except for the Gold Award, will be from January 1, 2013 to December 2013. Deadline for submissions is **December 15, 2013**.

2. Army Guard nominations for 2013 will be submitted to the Service Member & Family Support Office in Rapid City. Send Attention: SFRSA, Lynn Wright. Air Guard nominations for 2013 will be submitted to the Airman & Family Readiness Office in Sioux Falls.

3. Anyone (units, commanders, FRGs, individuals) can nominate for the awards listed on page 3 and 4 of this Awards Packet except for the Youth Award. Refer any youth recommendations to SMFS Youth Staff.

4. Recipients will be active statutory volunteers who represent and enhance the quality of life in support of Service Members and Families. Statutory volunteers have signed a volunteer agreement (DD2793) and are therefore authorized by federal statute (10 USC 1588) to serve in an official capacity and seek credit for their volunteer hours in direct support of the SMFS - Family Readiness or Youth Program.

5. Commands will be notified of all nominations and award recipients. A letter of appreciation will be sent to all nominees and recipients. In the years when a state volunteer workshop and youth symposium are conducted, awards will be presented to recipients during this event. Otherwise, awards will be sent to the unit that the volunteer is affiliated with for presentation there. A certificate of appreciation will be sent to the unit recognizing nominees as well.

6. Nomination packets must include as a minimum the nomination worksheet (Appendix B, page 6 of this packet).

7. Contact your unit's Family Readiness Support Assistant if you have questions or need assistance at 605-737-6089, 737-6310, 357-2970 or ng.sd.sdarnq.list.frsa@mail.mil .

8. Direct questions regarding Air Guard nominations to the Airman & Family Readiness Program Manager at 605-988-5962 or email at nicole.wajer@ang.af.mil

Criteria for Service Member and Family Support - Family Readiness Volunteer and Youth Program awards:

1. Guard Family of the Year Award (2 recipients)

Presented to any active or retired SDNG member and their family (2 or more people constitute a Family) that shows outstanding and exceptional service through volunteering (Statutory Volunteers) to the SMFS – Family Readiness Program. One Air Guard and one Army Guard Family recipient will be selected.

2. Volunteer of the Year Award (2 recipients)

Presented to one Army and one Air Guard Adult Statutory Volunteer that has shown outstanding and exceptional service to the SMFS - Family Readiness Program.

3. Military Member of the Year Award (2 recipients)

Presented to one Air Guard and one Army Guard actively drilling SDNG military member that shows outstanding and exceptional service to the SMFS- Family Readiness Program. Their knowledge and assistance has aided the progression of Family Readiness within their unit and/or the state.

4. Extra Mile Award (Retiree) (1 recipient)

Presented to one Air Guard or one Army Guard retiree who distinguishes themselves with outstanding and exceptional service to the SMFS - Family Readiness Program by continuing to serve through volunteering.

5. Family Program Community Purple Award (1 recipient)

Presented to a community group or organization that best exemplifies the true meaning of “the Purple” concept of the Joint Family Program by working with both Air and Army Guard. (Purple means Air and Army jointly)

6. The Gold Award (1 recipient)

Presented to a person (can be retired military member from any branch of service or non military person) showing long-term, consistent, and dedicated support volunteering with the SDNG Family Readiness Program and within their community.

7. Youth Volunteer Award

Nomination of this award will be made by SMFS Youth Staff and selection made by the Award Selection Committee, however, input is welcome for recommendation of a deserving youth. Please contact the SMFS Youth Staff at 605-737-6919 / 787-3312. This award will be presented to Youth who exhibit exemplary commitment to and support of the National Guard Youth Program.

8. Youth Development Volunteer Award (1 recipient)

Presented to any adult Youth Program volunteer, regardless of military affiliation who has made a significant impact in the development and support of the SDNG Youth Program mission through:

1. Participation in major Youth Program activities and events (i.e. Youth and Teen Camp, State Youth Symposium, and Deployment Cycle events);
2. Role model for military youth.
3. Involvement in recruiting Youth Program adult and youth volunteers.

9. Unit of the Year Award (2 recipients)

Presented to both an Air Guard and Army Guard Unit that shows outstanding and exceptional dedication to the development and progression of Family Readiness within their unit:

a. General Unit Criteria (applies to both Army and Air)

- (1) Creates a unit environment where family members feel welcome and encouraged to participate in unit activities and events.
- (2) Encourages and supports service and family member attendance at Family Readiness Training (i.e. Unit Rep & Volunteer trainings, State Family Readiness Workshop, Deployment Cycle Events).
- (3) Demonstrates family advocacy through continual education of Families about programs, resources and benefits available to them.
- (4) Timely and supportive response to FRG volunteers helping them to maintain the commander's Family Readiness program within their unit.

b. Army Guard Specific Criteria

- (1) Maintains unit overall Family Readiness criteria at a minimum of 85%
- (2) Family Readiness criteria is as follows:
 - i. Current Family Readiness Plan (Sanction)
 - ii. Duty appointments for FRG leader and military Unit Representative
 - iii. Current Family member Phone Tree and email distribution list
 - iv. Formal training held for Commander, Unit Rep and Lead Volunteer
 - v. Regularly published FRG newsletter
 - vi. Two Family Resiliency Classes conducted per year
 - vii. Annual SMFS Briefing conducted with service members and Families
 - viii. Family Sponsorship Program

c. Air Guard Specific Criteria

- (1) Commanders empower volunteers in the Key Spouse Program or who actively participate with the Family Volunteer Group to assist with informing, supporting, educating, referring and resourcing Service and Family members
- (2) Through collaboration, Commanders, Airman & Family Readiness Office and Key volunteers ensure the well-being of military Families.

Appendix A: Information and Tips for Success

Information:

- Self - nominations will **NOT** be accepted.
- National Guard SMFS-Family Readiness and Youth Paid staff are **NOT** eligible.
- All items /criteria may not apply to all nominations;

Tips for Success:

- Include at least two (2) references **for** the nominee(s) that can validate nomination.
- To show the level of participation to the Family Readiness and/or Youth Program include the following:
 - **Detailed examples** of Family Readiness activities organized, attended, conducted, or supported (i.e. drill bake sale, Soldier Readiness Processing Exercises, publication of FRG newsletter, holiday parties, etc
 - **Include documented examples** newsletter articles, certificates for training or recognition, photographs, etc
 - Provide **number of years involved** in the Family Readiness and/or Youth Program
 - Include **positions held**
- Show examples of community involvement (i.e. Scouting, Habitat for Humanity, Red Cross, Performing Arts, etc.) in the past year. Optional section, but strengthens nomination packet.
- Use bullet comments to show how the nominee has made a positive impact within the Family Readiness and/or Youth Program in the unit and/or state.

A bullet comment is a short summary of the key point that you want to make, examples below (The more measurable the information, the stronger the nomination packet.):

- Organized unit and family Christmas Party – 30 families attended
 - Published FRG quarterly newsletter, sent to 75 soldiers and their families
 - Called 10 new families for FRG unit sponsorship program
 - Counselor at Youth Leadership Camp for Blue Group
 - Member of local community's City Council since 2001
 - Helped tested FRG phone tree – contacted 16 families
- Encourage nominees for Family of the Year, Volunteer of the Year, and Youth Volunteer of the Year to log hours on the joinservicessupport.org site under activity tracking. Can include their volunteer hours spreadsheet in the nomination packet.
 - **If additional space is needed for any section of the award, attach an additional sheet.**

Appendix B: Nomination Worksheet

(Please use one form per nominee / **Please print or type**)

Date: ____ / ____ / ____

1. Please select an award category:

a. Family of the Year Award

☐ Air recipient

☐ Army recipient

b. Family Member of the Year Award

☐ Air recipient

☐ Army recipient

c. Military Member of the Year Award

☐ Air recipient

☐ Army recipient

d. Extra Mile Award

☐ Air recipient

☐ Army recipient

e. Family Program Community Purple Award

☐

f. The Gold Award

☐

g. Youth Development Volunteer Award

☐

h. Unit of the Year Award

☐

2. Nominee:

(Name, Email Address, Mailing Address, & Daytime Phone Number)

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3. **Unit / Wing:** _____

Unit Address: _____

4.
Nominator
:

5. I am
nominating

(Name, Email Address, Mailing Address, & Daytime Phone Number)

the above mentioned person/group for the following reasons:

(Complete a - f for Family of the Year, Volunteer of the Year, Youth Volunteer, and Military Member of the Year)

(Complete a and d - f for the Extra Mile, Gold and Youth Development Volunteer Award; b and c may also apply)

a. Indicate number of years as a SD National Guard Family Readiness Volunteer? _____

b. Positions held within Family Readiness or Youth Program at the unit and/or higher level?

(check all that apply)

☐ FRG Leader ☐ Treasurer ☐ Volunteer Action Committee ☐ Youth Program
☐ Newsletter ☐ Key Spouse ☐ Phone Tree Caller ☐ Unit Military Rep
☐ Air Family Volunteer Group ☐ State Family Readiness Advisory Council
☐ Other, please list:

c. Participation in the Family or Youth Program? (Conference/workshop, training attended, activities participated in, organized or attended, etc. at the unit or higher levels.) Please attach certificates, photos, flyers, other examples) **(check all that apply)**

☐ Basic Volunteer Trng ☐ Advanced Vol Trng ☐ FRG Lead Vol Trng ☐ Treasurer
☐ State Family Readiness Workshop ☐ National Family Readiness Workshop
☐ Youth Symposium ☐ Youth Camp ☐ Unit Military Rep
☐ Other, please list:

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d. Use bullet comments describing how their efforts have impacted the Family Readiness or Youth Program within their unit or state (planned events, developed programs, camps, recruited volunteers, etc.) Show **family** involvement *for the Family of the Year award*.

e. List previous recognition (awards) received for involvement with the Family Readiness or Youth Program:

f. List community involvement with other organizations: (optional, but strengthens nomination packet)

6. **For the Family Program Community Purple Award** complete the following:

"I am nominating the following community group or organization that best exemplifies the true meaning of the "Purple concept" of the Joint Family Program by working with both Army and Air Guard for the Following reasons..." (use bullet comments to give examples showing how the group or organization deserve this recognition)

7. **For the Unit of the Year Award** complete the following:

Presented to the Air and Army Guard Unit that shows outstanding and exceptional dedication to the development and progression of Family Readiness within their unit by:

- a. ***For Army:*** Has the unit maintained their unit Family Readiness criteria at the minimum of 85% **YES** ____ **NO** ____

For Air: Commander has empowered volunteers involved in the Key Spouse Program or the Family Volunteer Group to educate, inform, and support Service and Family members **YES** ____ **NO** ____

- b. Use bullet comments that show how the unit has created an environment where family members feel welcome and encouraged to participate in unit activities and events.

- c. How many service and family members have attended state Family Readiness Training and what training did they attend?

- d. Use bullet comments to give examples of how the unit has demonstrated family advocacy through continual education of families about programs, resources, and benefits available to them.

- e. Use bullet comments to show how the unit is timely in their support and responsiveness to FRG volunteers to aid them in the maintenance of the Commander's Family Readiness Program within their unit.

8. References for the nominee(s):

- (1) _____
Name

Contact information
- (2) _____
Name

Contact information

9. Statement of accuracy.

I, the undersigned, certify that the information contained in this form is, to the best of my knowledge, complete and accurate.

(Signature of Nominator)

Contact your unit's Family Readiness Support Assistant if you have questions or need assistance to complete this packet at 605-737-6089, 737-6310, 357-2970 or nq.sd.sdarnq.list.frsa@mail.mil .

Direct questions regarding Air Guard nominations to the Airman & Family Readiness Program Manager at 605-988-5962 or email at nicole.wajer@ang.af.mil

Appendix C: Rating Information

All nominations will be rated in the following areas. Rating will be done on a scale of 0 to 25; twenty-five (25) being the highest possible points.

Whole and half point increments may be used to calculate. (i.e. .5, 1, 1.5)

Twenty-five (25) Points may be awarded for:

- A fully completed typed/printed nomination form.
- A form completed and turned in by due date.
- A nomination that depicts the award criteria and demonstrates the nominee's **impact** within their unit, community, and/or the state Family Readiness and/or Youth Program.
- Provides references.
- All examples need to be for the calendar year, January 1, 2013 to Present. (Examples outside the fiscal year will not be included in the rating, except for the "Gold Award.")

FIVE (5) Points or less will be awarded for:

- A nomination that shows facts, some examples, but does not necessarily show impact of actions.

ONE (1) Point will be awarded for:

- A nomination form lacking examples, and not enough data to warrant award.

A "No Go" will be awarded for:

- Late nomination form.
- Incomplete and non verifiable information within the form.
- Lack of references.

Appendix C: Award Rating Form – Maximum 25 points

Criteria	Possible Points	Awarded	Comments
Nominee			
Date / /			
On Time	GO or NO GO		
Printed, typed, neat, complete nomination (includes references)	GO or NO GO		
Shows Guard Volunteer Participation or Work	0 – 8		
Shows examples of Guard Impact (Program development, volunteer recruitment)	0 – 8		
Training / Awards (for those awards which applies)	0 – 5 or NA		
For Unit Awards ONLY Meets Unit Award Criteria	0 - 6		
Shows community involvement and impact	0 - 4		
Total Points			
Date Rated: / /			
Rep Name:			